

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

November 9, 2020

1. **CALL TO ORDER/GREETINGS:** Board President, Dr. Mark Bailey called the meeting to order at 1:03pm and welcomed everyone to the open session.

Board Members Present: Dr. Mark Bailey, President; Michele Kutta, 1st Vice President; Robert Lang, 2nd Vice President; Kirk Helfenbein, Secretary; Dr. Ahmed Elzaree; Dr. James Kalshoven; Robert Bradshaw; Sheria Jennings; Brandon Wylie, Melanie Oppat, Suzana Kuriadom.

Board Member Absent: None.

Board Staff Present: Christy Collins, Executive Director; Zakiyyah Holmes, Licensing Coordinator; Bethan Haaga, Esq., Board Counsel

October 14, 2020 Meeting Minutes: Dr. James Kalshoven made a motion, which was seconded by Robert Bradshaw, and the Board unanimously approved the minutes as written.

2. **PRESIDENT'S REMARKS:**

Dr. Bailey thanked all Veterans and their families for their dedicated service to our nation. Dr. Bailey extended best wishes for this upcoming holiday season to everyone and their families.

3. **ADMINISTRATIVE REPORT:**

Executive Director Collins reminded everyone that MDH Metro Executive building remains closed to the public. All applications or inquiries should be submitted by regular mail, email, or by phone. Executive Director Collins confirmed the best way to contact the Board staff is by email at MDH.BOMFD@maryland.gov. Executive Director Collins announced the Board staff continues to be on limited office hours, and that the Board staff office hours are: Tuesday and Thursday, 8am – 4pm. A new schedule is currently being developed for Transport company vehicle inspections. When the schedule is finalized it will be announced on the Board website. Please register with the Board Office for all Transport company inspections. Executive Director Collins reminded all licensees are required to submit CEUs. Please do so as soon as possible to avoid any future delays. All licensees with renewals are encouraged to submit as soon as possible to avoid any delays.

4. **COMMITTEE REPORTS:**

a. Executive Committee: Dr. Bailey reported the current FY21 budget update: Revenue - \$265,410.00, Expenditure - \$92,519.29, and Fund Balance - \$170,890.71. Dr. Bailey reminds licensees that still have not renewed to please do so at your earliest convenience to avoid any potential delays. Dr. Bailey requested all licensees to submit any outstanding CEUs at your earliest convenience to avoid any license renewal delays. Dr. Bailey announced the Board will continue to meet virtually until further notice.

b. Family Security Trust Fund: Chair Dr. James Kalshoven reported that the Family Security Trust Fund balance is \$1,134,659.07. Dr. Kalshoven reported no increase in data

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

November 9, 2020

provided by the Board's Fiscal Officer. Dr. James Kalshoven noted a FSTF meeting will take place in December and his committee will provide a follow-up update to the Board at the next meeting.

c. **Pre-Need Committee**: Chair Robert Bradshaw: No report.

d. **Establishment Committee**: Kirk Helfenbein reported on the following:

New Establishment: None.

New Restricted Establishment: None.

Change of Ownership: Hubbard Funeral Home Inc to Rollings Funeral Service T/A, Supervising Mortician: Brian Lewis. Motion was made by Kirk Helfenbein, seconded by Michele Kutta, and the Board unanimously approved the issuance of a change of ownership.

New Crematory: None.

Mortuary Transport Company Permit: None.

e. **Licensure Committee**: Chair Michele Kutta reported on the following:

Old Business: Michele Kutta announced the MDH Order Temporary Exemption of Practical Exam has been rescinded, details can be found on the Board website.

New Business: None.

Apprentice: Chair Michele Kutta presented the following apprenticeship applications for approval:

1. Charles Christopher, Sponsor: Matthew Buscher; Advent Funeral and Cremation Services. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
2. Andrew Cropper, Sponsor: Keith Downey; Holloway Funeral Home. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
3. Joan Howell, Sponsor: Gary Rollins; Gary L. Rollins Funeral Home. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.
4. William Lanning, Sponsor: H. Constance Gasch; Gasch's Funeral Home. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of an apprentice license.

Apprentice Change of Sponsor: Chair Michele Kutta presented the following apprenticeship change of sponsor applications for approval:

1. None.

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

November 9, 2020

Mortician: Chair Michele Kutta presented the following applicants for mortician for approval:

1. Sandra Baker, Donaldson Funeral Home, P.A. Funeral Home Inc. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.
2. Caitlin Gawlik, Schimunek Funeral Home of Bel Air, Inc. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.
3. Megan Gwinn, Simplicity Cremation & Funeral Services, Thomas Allen PA. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.
4. Julian Rivera, Vaughn C. Greene Funeral Services, PA. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.
5. Kristina Simmons, Gary L. Kaufman Funeral Home at Meadowridge Memorial Park. Motion was made by Michele Kutta, seconded by Robert Lang, and the Board unanimously approved the issuance of a mortician license.

Funeral Director: Chair Michele Kutta presented the following applicants for funeral director for approval:

1. None.

Mortician by Waiver of Apprenticeship: Chair Michele Kutta presented the following applicants for mortician via waiver for approval:

1. None.

Crematory Operator: Chair Michele Kutta presented the following applicants for crematory operator permit for approval:

1. James Dooley, Mid Atlantic Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.
2. Zackary Kalas, George P. Kalas Funeral Home (Crematory). Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.
3. Stephen Kuehne, Chesapeake Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.
4. Oliver Tregoning, Mid Atlantic Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.
5. Thomas Zizos, Mid Atlantic Crematory. Motion was made by committee, seconded by Robert Lang, and the Board unanimously approved the issuance of a crematory operator permit.

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

November 9, 2020

Registered Transporters: Chair Michele Kutta presented the following applicants for registered transporters for approval:

1. Paris Alexander; Mid-Atlantic Removal Service, LLC. Motion was made by committee, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of a transporter registration.
2. Tremain Bradley; Lay to Rest Services. Motion was made by committee, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of a transporter registration.
3. Terrance Crawford; Mid-Atlantic Removal Service, LLC. Motion was made by committee, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of a transporter registration.
4. Ruth Pegeron; Lay to Rest Services, LLC. Motion was made by committee, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of a transporter registration.
5. Carrie Ramirez; Compassionate Care Transport Service. Motion was made by committee, seconded by Robert Bradshaw, and the Board unanimously approved the issuance of a transporter registration.

Courtesy Card: Chair Michele Kutta presented the following applicants for courtesy card for approval:

1. None.

Reinstatement/Reactivation: Chair Michele Kutta presented the following applicants for reinstatement for approval:

1. None.

Personal Representative: Chair Michele Kutta presented the following applicants for personal representative for approval:

1. None.

Surviving Spouse: Chair Michele Kutta presented the following applicants for personal representative for approval:

1. None.

f. **Continuing Education Units Committee:** Melanie Oppat reported on the following:

Old Business: Melanie Oppat provided a reminder to all Mortician Licensee Renewals please submit CEU certificates to ensure there isn't a delay in receiving your paper license. If you would like 1 CEU credit for attending today's virtual meeting please email your name and license number to our Board Office at mdh.bomfd@maryland.gov.

The following educational offerings are considered automatically approved pursuant to COMAR 10.29.05.03:

1. BHA/MedChi Behavioral Health Webinar Series: Helping the Helpers and Those They Serve – Dates: 11/12/2020, 12/3/2020, 12/17/2020, 1/14/2021, 1/28/2020 (1.0CEU per session)

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

November 9, 2020

2. International Cemetery, Cremation, and Funeral Association (ICCFA)
2020 ICCFA Virtual Seminar Series: Fiscal Management – Dates: 11/5, 11/12, 11/19, 12/3/2020 (4.0CEUs)
2020 ICCFA Crematory Operator and Cremation Arranger Certification – Dates: 11/17 - 11/18/2020 (14.0 CEUs)

Melanie Oppat presented the following continuing education credits for approval: Committee made a motion, seconded by Michele Kutta, and the Board unanimously approved the following continuing education credits:

1. Richard A. Neuman, CPA – Funeral Industry Seminar – 12/16/2020. (2CEUs)

g. **Legislative Committee:** Chair Sheria Jennings reported on the following:

Old Business: Title 5 has been updated on the Board website. COMAR 10.2906, 10.29.09, 10.29.12 Board approved proposals were submitted on 10/16/2020.

New Business: Chair Sheria Jennings proposed a series of regulation clean-up with the following changes: None.

5. **OLD BUSINESS:** Dr. Bailey highlights the Governor has extended the State of Emergency and reminds everyone to continue exercising caution during the pandemic. Dr. Bailey reminds everyone to ensure they continue to have enough PPE in case a 2nd wave of COVID should occur.

NEW BUSINESS: Dr. Bailey highlights effective October 27, 2020, the MDH Order Temporary Exemption of Practical Exam was rescinded.

6. **UPCOMING REMINDERS:** Dr. Bailey announced reminders of the following:

- 2020 License/Permit Renewals ***ONLY Morticians Licenses can be renewed online***:
Mortician License – expiration date: 4/30/2020
Transport Company Permit – expiration date: 9/30/2020
Crematory Permit – expiration date: 9/30/2020
Crematory Operator - expiration date: 9/30/2020
Establishment License: expiration date: 11/30/2020
Funeral Director License: expiration date: 11/30/2020
Courtesy Card License: expiration date: 11/30/2020
Surviving Spouse License: expiration date: 11/30/2020
- Next Board Meeting – Wednesday, December 9, 2020, 1:00 pm, Virtual, Google Meet

7. **CLOSING STATEMENT:** At this time the Board, Board Counsel, ED, and staff will be moving to our Administrative and closed session on this day November 9, 2020 at 1:30p.m. The Board will discuss matters not subject to the Open Meetings requirements contained in the General Provisions Article, Section 3. In particular, the Board will be discussing:

- 1) disciplinary matters, application deficiencies, and complaints which are required to be kept confidential pursuant to Gen. Prov. 3-305(b)(2) which protects the privacy of individuals, and COMAR 10.31.01.05 which provides that Board investigations are confidential.
- 2) an open job posting for a temporary inspector and investigator position, which is a personnel

MARYLAND BOARD OF MORTICIANS AND FUNERAL DIRECTORS

OPEN SESSION MINUTES

November 9, 2020

matter to be discussed in closed session pursuant to Gen. Prov. 3-305(b)(1).

3) paperwork required to be filed by board members, which is an administrative function to which the Open Meetings Act doesn't apply, per Gen. Prov. 3-103(a)(1).

- 8. ADJOURNMENT:** Dr. Ahmed Elzaree made a motion for adjournment, seconded by Melanie Oppat, and with no objection, the meeting was adjourned at 1:30 p.m.